

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120105-8

DDS/OL/SD-47

XXXXXXX

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)
Document Control Exceptions Report

2. TYPE OF REPORT	X	STATISTICAL
		NARRATIVE
		MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)
	LOGISTICS	SECURITY	
	MEDICAL	FINANCE	

4. NO. OF COPIES PREPARED
15. FREQUENCY (weekly, monthly, quarterly, etc.)
Semi-Monthly6. DISTRIBUTION (No. of components not
number of copies)
17. FORMAT (memorandum, form
computer print-out, etc.)
Computer Print-Out8. ADP PROCESSING
 YES IF YES GIVE ADP PROCESSING NO.
100

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level
contributing information to report)OCS
OL/CD/SCB11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-5	3.15	X	1	=	3.15	X	24	=	75.60

B. COSTS OF COMPUTER PRODUCED REPORTS

			.05	24	1.20
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TOTAL COSTS PER YEAR

76.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.This report is required to correct computer readouts caused by
erroneous computer input.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)
CHANGE	
DISCONTINUE	

ESTIMATED SAVINGS	
MAN-HOURS	DOLLARS
STAT	

15. DATE OF INVENTORY

25 Sept 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

AC/OT/SD/SMB/GMMS

18. EXTENSION

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